



70TH INTELLIGENCE WING

Supplement 1

5 NOVEMBER 2002

Communications and Information

**THE INFORMATION COLLECTIONS AND
REPORTS MANAGEMENT PROGRAM;
CONTROLLING INTERNAL, PUBLIC, AND
INTERAGENCY AIR FORCE INFORMATION
COLLECTIONS**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

NOTICE: This publication is available digitally.

OPR: 70 IW/SCM (SSgt Melinda Bunting)

Certified by: 70 IW/SC
(Lt Col Robert B. Cabell, Jr.)
Pages: 2

AFI 33-324, 1 June 2000, is supplemented as follows. It applies to all 70th Intelligence Wing (70 IW) staff offices and subordinate units who are downward directing collection of information from any unit below them. This supplement does not apply to 70 IW-gained Air National Guard (ANG) or Air Force Reserve Command (AFRC) members or units.

1.3.2. Information Collections and Reports (ICR) Managers must be appointed in writing by their wing or group commander.

1.3.2.1. (Added) The ICR Manager must include their name, functional address symbol, e-mail address, and telephone number.

1.3.2.2. (Added) The Group ICR Manager will forward a copy of their appointment letter to the Wing ICR Manager, 70 IW/SCM and HQ ACC/SCXP.

1.3.2.3. (Added) The Wing ICR Manager will forward a copy of their letter to HQ ACC/SCXP.

1.3.2.4. (Added) The ICR Program is the responsibility of the Records Manager.

1.3.4. ICR Managers will review and coordinate on their wing or group publications for compliance with AFI 33-324, *The Information Collections and Reports Management Program; Controlling Internal, Public, and Interagency Air Force Information Collections*, and this supplement.

1.3.4.9. (Added) ICR Managers will train their unit personnel on ICR guidelines by using ACC training slides.

1.3.4.10. (Added) ICR Managers will manage the ICR Program for their unit and subordinate units.

2.2.4. (Added) E-mails requiring collecting status, summary, or statistical information from Air Force organizations must be assigned a Report Control Symbol.

2.2.5. (Added) Maintain a copy of AFI 33-119, *Electronic Mail (E-mail) Management and User*, to reference ICR information for emails.

2.4. If you cannot locate a Report Control Symbol (RCS) number in the ACC Catalog that applies to your needs, use the steps indicated in paragraph 2.4 of AFI 33-324.

2.11.13. (Added) ICR Managers will not assign a RCS number when collecting information that is equal to their level of operation.

2.11.14. (Added) ICR Managers will assign RCS only when downward directing collection of information from a subordinate unit.

2.11.15. (Added) Before assigning a RCS to reports, you must review ACC Catalog 33-127, *ACC Information Collections Report Control Symbol (RCS) Reports*, to ensure there is not a RCS already assigned to a similar collection report.

2.13.1. (Added) ICR Managers will create a RCS control log and track RCS numbers for their respective unit and subordinate units by including the information listed in Figure 2.1. of AFI 33-324.

4.10. (Added) ICR Managers will read, comply and keep all ICR guidance issued by Air Force, HQ ACC and 70 IW/SCM readily available.

4.10.1. (Added) ICR Managers will frequently review the HQ ACC/SCXP ICR website for any new changes and disseminate as necessary.

The following References are to be added to Attachment 1, Glossary of References and Supporting Information

References

AFI 33-119, *Electronic Mail (E-mail) Management and User*

AFI 33-324, *The Information Collections and Reports Management Program; Controlling Internal, Public, and Interagency Air Force Information Collections*

ACC Catalog 33-127, *ACC Information Collections Report Control Symbol (RCS) Reports*

JAMES O. POSS, Colonel, USAF
Commander